



City of Waupun

201 E. Main Street
Waupun, WI 53963
Phone: 920-324-7900
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“Wild Goose Center of Wisconsin”

A regular monthly meeting of the Waupun Community Development Authority will be called to order at **4:00 P.M. on Tuesday, October 18, 2016** at the Waupun City Hall Council Room.

AGENDA

1. Call to Order – Mayor Julie Nickel, Chairperson
2. Roll Call of All Members
3. Discussion and Possible Action on Grant Applications
 - a. Snow Links, 17 Fond du Lac Street – Cost Revisions
4. Discussion and Possible Action on Outstanding Applications
 - a. Green Collar Grooming, 23 S. Madison – revision approved 8/3, expires 11/3
 - b. Trails End Properties, 6-16 S. Mill – approved 8/3, expires 11/3
5. Consider for Approval August 3, 2016 Minutes
6. Consider for Approval Financial Reports-September 2016
7. Update from City Administrator / Director of Economic Development
8. Other Business
9. Set Agenda Items for Next Meeting
10. Next Meeting Date: Tuesday, November 15, 2016 at 4:00pm
11. Adjourn

It is possible that members of, and possibly a quorum of members of other government bodies of the municipality, may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any governmental body at the above-mentioned meeting other than the governmental body specifically referred to in this notice.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the City Clerk's office at (920) 324-7900.

CC:

Community Development Authority
City Council
Department Heads
City Attorney

News Media
Todd Snow, Snow Links



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Community Development Authority
August 3, 2016 Meeting Minutes
DRAFT

The Waupun Community Development Authority met August 3, 2016 at 4:00pm in the City Hall Council Chambers.

Acting Mayor Mike Johnson called the meeting to order at 4:00 PM.

Members present on roll call are John Karsten, Jill Vanderkin, Nancy Vanderkin, Acting Mayor Mike Johnson, Sue VandeBerg, and Cassandra VerHage. Derek Drews is excused.

City Attorney Dan VandeZande, City Administrator/Director of Economic Development Kathy Schlieve, and Accountant Michelle Kast are also in attendance. Larry Sullivan, Kelly Sayles, and Amber Lackey are present in the audience.

Larry Sullivan presents his grant application for Sully's Sporting Goods, 401 E. Main, and the upper level apartments. The project includes painting window and door flashings and installing awnings on the Madison Street side of the building, to match the Main Street side. Cost is estimated at \$4,665. A \$2,000 grant will also be requested from the BID Board.

Motion Karsten, second by VandeBerg to approve Larry Sullivan's grant application in the amount of 50% of non-BID funded expenses, up to a maximum of \$1,332.50, for completion of the project. Subject to grant approval by the BID Board. Motion carried 6-0 on roll call.

Kelly Sayles and Administrator Schlieve present Trails End Properties' grant application for 6-16 S. Mill Street. The project includes tuck pointing and repairing/replacing brick on the front of the building. Cost is estimated at \$24,500. A \$2,000 grant will also be requested from the BID Board. Discussion on improvements to the rear of the building.

Motion VandeBerg, second by J. Vanderkin to approve the Trails End grant application in the amount of 50% of non-BID funded expenses, up to a maximum of \$11,250.00, for completion of the project. Subject to grant approval by the BID Board. Motion carried 6-0 on roll call.

Cassandra VerHage presents the cost revisions for a grant application for c.verhage.photo, 426 E. Main, which went before the CDA in June. Costs were presented

as \$6,420 due to a math error and a \$2,210 grant was approved at the June meeting. Actual estimates totaled \$8,390. Updated cost estimates amount to \$375 in additional project cost, bringing the revised total cost to \$8,765. \$2,345 higher than what was presented in June.

Motion Karsten, second by N. Vanderkin to an additional grant of up to \$1,172.50 for completion of the project. Total grant award is now at 50% of non-BID funded expenses, up to a maximum of \$3,382.50. Motion carried 5-0-1 on roll call, with VerHage abstaining.

Amber Lackey and Administrator Schlieve present the cost revisions for a grant application for Green Collar Grooming, 23 S. Madison, which went before the CDA in May. At that time, cost of the exterior improvements/landscaping project were estimated at \$27,747.98 and a \$7,500 grant was approved. Other unplanned, non-grant funded improvements - roofing and making the restroom wheelchair accessible - were completed costing in excess of \$25,000. The projects included in the grant application were scaled back to \$3,708.87 plus labor. A higher % of grant coverage is being requested. Since the business completed their own labor and did not pay a contractor, there was no support for inclusion of labor costs in the grant application.

Motion N. Vanderkin, second by VerHage to approve up to \$2,000 in grant funding for Green Collar Grooming. Motion carried 6-0 on roll call.

The grant application for Wee Care is tabled.

Discussion on funds available for CDA distribution. Updates will be provided at the next meeting.

Motion N. Vanderkin, second by Karsten to approve the minutes of the June 21, 2016 CDA meeting. Motion carried unanimously.

Motion N. Vanderkin, second J. Vanderkin to approve the June financial reports. Motion carried unanimously.

Schlieve updates members on Connect Communities and visioning sessions. A listening session for downtown businesses will be held Monday, August 15th at 6pm at the library.

Discussion on monthly meeting time. Same time, the third Tuesday at 4pm, is preferred.

Agenda items: Funds Available

Next meeting date: Tuesday, September 20, 2016 at 4:00pm

Motion N. Vanderkin, second by VerHage to call the meeting adjourned at 5:03pm. Motion carried unanimously.

Submitted by Michelle Kast